

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2009 – 0008

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

**Subject: New HR Handbook Section
Rule Flexibilities for Emergency Response Planning**

Issue Date: April 30, 2009

This is to advise agencies that a new section of the online HR Handbook has been added. “Rule Flexibilities for Emergency Response Planning” has been published to give agencies ready reference to rules that may be used to address pandemic or other emergency response activities.

REASON FOR THE CHANGE: This document was developed to serve as a resource to agency HR administrators when planning to address emergency situations such as pandemics, floods, or hurricanes. Agencies should reference these rules within and ensure that agency Emergency Response Policies or Continuity of Operations Policies (COOP) establish regulations that are consistent with the rules.

If you have any additional questions, please contact your agency’s [Assistance Coordinator](#) via email or at 225-342-8274.

Sincerely,

s/Anne S. Soileau
Director